
**ADMINISTRATIVE POLICY: LEGAL,
INSTITUTIONAL REVIEW BOARD POLICY
AND PROCEDURE; ORGANIZATIONAL
SERVICES, BUSINESS CARDS POLICY
UPDATES**

APB 2017-014

1 of 2

APB 2017-014

10-1-2017

EFFECTIVE

October 1, 2017.

Subject(s)

1. Institutional Review Board Policy and Procedure.
2. Business Cards.

1) APL 618

Institutional Review Board Policy and Procedure

APL 618, Institutional Review Board Policy and Procedure, has been added to the Michigan Department of Health and Human Services (MDHHS) Administrative Policy Manual.

Reason: Consolidation of former Michigan Department of Community Health and Michigan Department of Human Services.

2) APO 103

Business Cards

Official business cards are available for Michigan Department of Health and Human Services (MDHHS) employees and contractors as deemed necessary by management.

Exception: Employees in direct contact with customers daily may order 500 cards. This includes:

- Children's services workers/specialists.
- Adult services workers/specialists.
- Independent living providers/specialists.
- MDHHS executive staff.
- Department consultants.
- Medical services administration (MSA) site visit technicians.

Business cards cannot be ordered by employees or contractors through the DTMB Printing Services Online Order System or be designed/printed within an office.

Reason: Policy clarification.

**MANUAL
MAINTENANCE
INSTRUCTIONS****Added Items ...**[APL 618](#)**Changed Items ...**[APO 103](#)